



# EMPLOYEE SEPARATION EXIT CHECKLIST

**City of New Haven Department of Human Resources**

**PHONE: (203) 946-8252**

**EMAIL: [hr@newhavenct.gov](mailto:hr@newhavenct.gov)**

Employee Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Department: \_\_\_\_\_

Exiting Date: \_\_\_\_\_

Reason for separation:  Resignation

Retirement

Involuntary Termination

Reason for separation remarks:

\_\_\_\_\_

\_\_\_\_\_

<b>A department must always: (please indicate if the following is completed)</b>	Yes	No	N/A
Notify Human Resources of employee's separation, dept. must collect and send City ID badge to HR office			
Notify Payroll to deactivate the employee in Munis and submit final time sheet			
<b>If an employee has a City email address or physical keys, the corresponding tasks below will need to be completed:</b>			
Notify IT to activate the permanent away message for Outlook, deactivate any application access			
Notify IT of the name of the person who should now have access to the email account			
Return all IT hardware (i.e., Cell phones, laptop, tablets, etc.)			
Notify Facilities and return any physical keys			
<b>If an employee has use of a City vehicle, parking in the Government Center, or a City issued Credit Card, the corresponding tasks below will need to be completed:</b>			
Notify CAO's office if the employee had the use of a City Vehicle and return the keys			
Notify Engineering and Controller if the employee had a parking space in the Government Center			
Notify Finance if employee has city issued credit card			
<b>Additional departmental considerations:</b>			
Did the employee have any combinations to a safe/ vault?			
Did the employee have a Pin # for City gasoline pumps?			
Did the employee have locked files requiring a password?			
Did the employee administer any software, social media or contracts?			

Department Head/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORMS MUST BE COMPLETED AND EMAILED TO [hr@newhavenct.gov](mailto:hr@newhavenct.gov) ON OR BEFORE THE  
EMPLOYEE'S LAST DAY WORKED.**